

## SCHEDULING ANALYST

### GENERAL DESCRIPTION OF CLASS

Under the general supervision of administrator or manager, the Scheduling Analyst performs a wide range of specialized, complex, and analytical duties to ensure the accurate and efficient processing of course scheduling, faculty assignments, and instructional loads. Maintains the integrity of scheduling and load data within the District's systems. Serves as the technical resource and contact person for scheduling and load matters, providing support to instructional departments, Human Resources, and Payroll.

**REPRESENTATIVE DUTIES:** The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class.

**BASIC FUNCTION:** The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Coordinate and develop class schedules in collaboration with instructional departments; collect data, enter schedules into the District's information systems, and ensure accuracy and compliance with District, state, and federal regulations.\*
2. Build academic calendars, including terms, load periods, registration dates, and related elements, into the District's data management system for administrative review.\*
3. Calculate faculty load and teaching arrangements for a variety of instructional assignments (multi-instructor sections, stacked classes, prorated units, etc.); coordinate with HR to ensure accurate cost-of-program capture.\*
4. Provide administrative support in the management of faculty workload; liaise with Payroll and HR on load, leaves, and reassigned time.\*
5. Administer hourly instructional assignment contracts; analyze instructor workloads to ensure compliance; calculate salary percentage assignments for cost-of-program reporting.\*
6. Manage the load bank process, including applications, tracking, reporting, accruals, and coordination with HR/Payroll for payouts.\*
7. Provide training and technical assistance to District staff on scheduling processes, software systems, and compliance requirements.\*
8. Create and distribute scheduling timelines, deadlines, and due dates.\*
9. Analyze scheduling data for accuracy, resolve scheduling conflicts, and ensure proper coding in the District's information systems.\*
10. Prepare and present scheduling and load reports to the administration as required.\*
11. Maintain familiarity with scheduling regulations, workload rules, and applicable bargaining agreement provisions.\*

12. Create academic calendar templates for constituent group and board approvals.\*
13. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. \*
14. May serve on a variety of District committees as requested.
15. Performs other duties that support the overall objective of the position.

**MINIMUM QUALIFICATIONS****EDUCATION/EXPERIENCE:**

- Associate's degree\* from an accredited college or university; **AND**
- Two (2) years of experience close related to the duties and responsibilities of this position.

*\*Associate's Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.*

**DESIRED QUALIFICATIONS:**

- Relevant experience in a Community College environment.
- Bachelor's degree

**CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:**

- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)****Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Laws and ordinances pertaining to specific responsibilities of the position.
- Relevant experience in a Community College environment.
- Mobile devices and applications utilized by the District and/or college.
- Policy and procedure development and methods of implementation.
- Modern office practices and procedures including technical report writing techniques.
- Current technologies including communication devices and digital hardware.
- Principles of public speaking.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.

- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Microsoft Office Suite (Word, Excel, Outlook).

**Ability to:**

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations.
- Read, understand, interpret, and apply District and department rules, regulations, policies, and procedures.
- Organize and sequence steps that enable production of reports, special projects, and meetings.
- Analyze and ensure compliance with regulations, rules, codes, contracts, and applicable law.
- Make sound, educated, decisions.
- Work independently with an emphasis on detail.
- Effectively and fluently use computers and a variety of hardware and software programs to perform advanced-level document production including creating charts, establishing and maintaining databases, utilizing list serves, calendaring systems, web sites, cloud-based systems for sharing documents and creating spreadsheets.
- Research and analyze data, make relevant recommendations, and prepare clear, concise reports based on that analysis.
- Work with diverse populations.
- Make required mathematical calculations accurately.
- Create and make public presentations.
- Develop and maintain records accurately and with confidentiality.
- Analyze complex financial, statistical and narrative data.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Effectively communicate both verbally and in writing within the campus community as well as external audiences.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Understand and carry out verbal and written instructions and direction.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.

- Establish and maintain cooperative relationships with those contacted in the course of work.

**RELATIONSHIPS WITH OTHERS:**

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

**SUPERVISION EXERCISED and/or RECEIVED:**

The incumbent in this class may provide work direction and/or guidance to student workers, student assistants, and/or short-term, temporary employees.

The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

**PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

**WORK ENVIRONMENT AND CONDITIONS:**

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**



Class Code: C302.200

Salary Range – CSEA 34 - Non-Exempt

Work is performed primarily indoors where minimal safety considerations exist. .

**Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

**BGCCD is** committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.